



JOB ANNOUNCEMENT

Management Analysis Specialist II Division of Finance and Administrative Services

The Division of Finance and Administrative Services/Budget Unit is seeking applications for the position of Management Analysis Specialist II in Jefferson City-Broadway State Office Building (Cole County). The work hours for this position are 8:00 to 5:00.

This position requires knowledge of fiscal procedures, the ability to prepare complex spreadsheets for expenditure tracking and analysis and to develop and maintain complex databases using various software applications for the Budget Unit. This position will also assist in budget preparation and be assigned special projects.

JOB DUTIES INCLUDE: This position will be responsible for any combination of the following duties:

- Analyzes and evaluates expenditures for the purpose of monitoring spending practices.
- Ability to review, analyze, and/or interpret federal or state laws, rules, regulations, policies, and procedures as related to budget and appropriation authority.
- Prepare and analyze detailed information and makes recommendations for organizational improvement, including changes to management financial policies, practices, procedures, controls and information technology systems.
- Intermediate knowledge of the general applications of information technology.
- Provides technical advice and assistance and exercises significant independence and initiative in the performance of responsibilities; receives general administrative direction.
- Must have proficient working knowledge of tools that assist in data manipulation and creation of reports, including but not limited to: the SAM II Data Warehouse, SAM II Financial, Managed Reporting, and Microsoft Office applications.
- Work with Departmental information systems such as FACES in order to reconcile system generated payments with SAM II.
- Comprehending and utilizing various methods of coding structures in order to develop and maintain complex databases and reports.
- Ability to communicate effectively.
- Performs other related work as required.

QUALIFICATIONS:

(The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.)

One or more years of experience as a Management Analysis Specialist I with the Missouri Uniform Classification and Pay System.

OR

A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in one or a combination of the following: Accounting, Business or Public Administration, Economics, Finance, or a closely related field; and,

Two or more years of professional experience in management analysis, fiscal or financial analysis, or operations research.

(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required experience.)

(A Master's degree from an accredited college or university in the specified areas may substitute for the required experience.)

(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)

SALARY RANGE: \$1,716.00 - \$1,782.00 Semi-Monthly

TO APPLY: Please send your resume along with a completed DSS Employment Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to brenda.s.becker@dss.mo.gov. If you have not already applied for this job classification through the merit system process, interested applicants must complete an on-line application at <http://www.ease.mo.gov> by the deadline noted below.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is October 20, 2016. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER